

ATTACHMENT A – Sample Job Description

The job description you create is placed online for students to review. Below is an example of a well written description:

Intern will assist with work related to bicycle planning and pavement markings. Assist in field work, such as bicycle and pedestrian counts, signage inspection, and trip hazard survey. Office work, such as data entry, mapping, and use of the Manual of Uniform Traffic Control Devices (MUTCD) is required. Assist in the preparation of general reports, as well as helping with flyers and public notices. If interested, student may assist with land use mapping and have the opportunity to use specialized software, such as Geographic Information System (GIS), AutoCAD (drafting software), and Adobe Illustrator.